

**VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT
HOMELAND SECURITY GRANTS ADMINISTRATION**

**INSTRUCTIONS FOR COMPLETING STATE HOMELAND SECURITY GRANT PROGRAM
PROGRESS REPORTS**

It is expected that reports will include data appropriate to this stage of project development and in sufficient detail to provide a clear idea and summary of work and accomplishments to date. The following should be observed in preparation and submission of progress reports:

Submission Subgrantees shall submit a Progress Report to the address listed below:

**Virginia Department of Emergency Management
Homeland Security Grants Administration
10501 Trade Court
Richmond, VA 23236
Fax – 804/897-6613**

- a. **Form and Execution.** Subgrantees should use the attached form as a face sheet. If continuation pages are needed, plain bond paper is to be used. The report should be signed in Box 10
- b. **Reporting Requirements.** The reporting requirements noted in this section are designed to provide the grantor agency with sufficient information to monitor grant implementation and goal achievement. To support effective monitoring of the grant.

**VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM)
HOMELAND SECURITY GRANTS ADMINISTRATION**

STATE HOMELAND SECURITY GRANT PROGRAM PROGRESS REPORT

The information provided will be used by the VDEM to monitor grantee progress to ensure proper use of Federal funds. No further monies or other benefits may be paid out under this program unless this report is completed and filed as required by existing law and regulations (Uniform Administrative Requirements for Grants and Cooperative Agreements —28 CFR, Part 66, Common Rule, and OMB Circular A-110).

1. SUBGRANTEE NAME

2. GRANT NAME

3. AMOUNT OF GRANT AWARD

4. Indicate the Reporting Period:

___ Jan – March ___ Apr – Jun ___ Jul – Sep ___ Oct – Dec ___ FINAL

5. TOTAL EXPENDITURES TO DATE

6. TOTAL OBLIGATED TO DATE

7. UNOBLIGATED BALANCE TO
DATE

8. WILL YOUR TOTAL AWARD BE COMPLETELY OBLIGATED BY THE END OF THE GRANT PERIOD? ☐ YES or ☐ NO

If no, please explain:

Note: If you have indicated in #8 that you will not have your total award obligated by the end of the grant period, a letter must be attached to this progress report from your Administering Officer stating you are unable to spend grant funds in the time frame provided in the grant.

9. Explanations (*Continue narrative on the provided attached page*)

10. CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN

11. DATE

**VIRGINIA DEPARTMENT OF EMERGENCY MANAGEMENT (VDEM)
HOMELAND SECURITY GRANTS ADMINISTRATION**

STATE HOMELAND SECURITY GRANT PROGRAM PROGRESS REPORT (Continued narrative)

12. Explanation (Continue)